

I. GENERAL INFORMATION

1. SOLICITATION NO.:	72030619R00009
2. ISSUANCE DATE:	January 29, 2019
3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:	February 12, 2019 no later than 16:30 Kabul time
4. POSITION TITLE:	Human Resources Specialist
5. MARKET VALUE:	\$43,857 - \$57,015 equivalent to GS-09 Final compensation will be negotiated within the listed market value.
6. PERIOD OF PERFORMANCE:	The period of performance is one year, with one option year pending approval, need, performance, and funding, not to exceed two years.
7. PLACE OF PERFORMANCE:	USAID/Afghanistan
8. WHO MAY APPLY:	United States Citizens (including Permanent Residents) and Third Country (non-US, non-Afghan) Nationals*
9. SECURITY LEVEL REQUIRED:	Secret clearance (if U.S. Citizen), or Moderate Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident or Third Country National)

10. STATEMENT OF DUTIES:**1) General Statement of Purpose of Contract:**

The Human Resources Specialist is a member of the Human Resources team within the USAID/Afghanistan Office of Management (OM) and reports directly to the Supervisory Executive Officer (S/EXO). The incumbent performs a variety of Human Resources functions related to U.S. Direct Hires (USDH), U.S. Personal Services Contractors (USPSC), Third Country National Personal Services Contractors (TCNPSC) and Cooperating Country National Personal Services Contractors (CCNPSC) positions and employees. The incumbent assists the S/EXO in planning, directing and administering the full range of personnel services provided to the Mission with a special focus on position management, position classification and recruitment. The Specialist will be directly supervised by one of the three Human Resources Specialists to get day to day guidance.

2) Statement of Duties to be Performed:

In coordination with the S/EXO, the incumbent performs the following duties and responsibilities:

1. Classification and Position Management of CCNPSC Positions:

*Please see Section 11: Area Of Consideration

The Human Resources Specialist is expected to serve as a focal point in a comprehensive reorganization and position reconciliation effort of CCNPSC positions at the Mission. The incumbent is required to apply the full range of position classification and position management principles, policies, concepts, practices, and techniques sufficient to make fine distinctions in the proper crediting of factor levels and ultimate allocation of grade levels to Mission's CCNPSC positions. The incumbent provides management support with insight in establishing organizational structures that are efficient, cost effective, supports the desired grade levels, and facilitates career development for the Mission's CCNPSC staff. While working closely with the assigned Regional Human Resources Servicing Unit (HRSU) and under the day-to-day guidance of the Human Resources Specialist responsible for the CCNPSC portfolio; the incumbent manages and supervises reclassification of the backlogged positions, last classified prior to 2014, which are approximately 50% (117) of the total CCNPSC positions, currently approved in the Mission Staffing Pattern. The OM/EXO expects to reclassify these positions in 2019 & 2020 in accordance with HR Section's preparation for the inclusion of USAID/Afghanistan into the Department of State mandated Overseas Personal System (OPS), scheduled for 2020. As part of the exercise, the incumbent is expected to perform and complete pre-deployment data cleanup and validation efforts, currently underway to clean and rectify all data available in MCLASS.

The Specialist provides guidance to supervisors and hiring managers on the preparation of CCNPSC position descriptions, ensuring they are accurate and up-to-date; reviews classification/re-classification requests submitted to EXO/HR, making recommendations on a course of action to be taken; prepares and conducts supervisory discussions and desk audits to verify duties and assignments, and to gain an understanding of the job, recommends approximate grade level and official position title, and advises supervisors and employees of classification results, and appeal procedures, if required. The Specialist communicates grade distinctions to management with supporting criteria and justification, provides recommendations to management on organizational design with emphasis on career development principles and practices that relates position classification to the management process and other HR programs. The Specialist provides advice on recommended recruitment processes, including the construction of job announcements; guidance on determining the area of consideration; proper handling of overqualified candidates and/or candidates with excessive current salaries; recommending criteria for selection panel composition, interview questions, preparation of memoranda of negotiation; etc.

The Specialist works closely with the office directors and/or their designees to complete the classification packages, ensuring inclusion of all mandatory documents and forms for submission to the HRSU. The incumbent works one-on-one with office directors to draft accurate and up to date position descriptions, and provide guidance on Job Discussion Help Sheets (JDHS) and corresponding classification packages. The Specialist creates Mission Standard Operating Procedures (SOPs) and guidelines for evaluation factors for all classification actions at the Mission. The incumbent also conducts workflow analysis of the classification procedures, looking for ways to streamline and improve the process. The Specialist serves as a Subject Matter Expert on CCNPSC position classification matters and issues and is a 'Go To' person for questions and queries related to the position classification.

2. Management of Acendre – the Online Application Tracking System:

The Specialist serves as the project manager for the finalization of the launching of the Acendre Application Tracking System, the new online recruitment and screening application tracking system that will handle approximately 9,500 applications the Mission receives on a yearly basis. The Specialist provides the required initial support, troubleshooting, and training of HR staff for the initial months of implementation. The Specialist is expected to create standard position descriptions for all grade levels and qualification criteria within the Acendre electronic recruitment system, and ensure automated screening factors are aligned with Mission needs and procedures. These efforts will functionally reduce the workload associated with screening and recruitment and quantifiably improve the time necessary to recruit and bring onboard new staff. The Specialist will also train and oversee designated HR staff as full user of the system ensuring the office is fully backstopped in all electronic recruitment software applications. Until such time that Acendre is up and running, the Specialist supports the recruitment team in manually short-listing the applications received for the CCNPSC positions.

3. Mentoring/Coaching:

The Specialist performs as a mentor and coach for the local Afghan Cooperating Country National (CCN) colleagues in the areas of HR operations and practices, sharing knowledge and empowering them to expand their abilities and assume additional and more complex duties. The incumbent intensively engages in training and mentoring Cooperating Country National HR staff in the relevant areas of position management and CCNPSC position classification. This entails providing hands on instructions, expert training, coaching, and guidance to Human Resources staff.

3) USAID Consultation or Orientation:

The selected applicant shall proceed to Washington, D.C. for at least two (2) weeks of mandatory training to complete the Foreign Affairs Counter Threat CT-650 (FACT) and the Afghanistan Familiarization RS-415 (FAM) courses (if FAM was not completed within the past five (5) years and if FACT training did not include the ESCAPE Module) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT and FAM are mandatory courses for service in Afghanistan.

4) Supervisory Relationship:

The incumbent is directly supervised by the Supervisory Executive Officer, who makes assignments by defining objectives, priorities, and deadlines. Under the administrative oversight of the S/EXO the employee independently plans his/her work; carries out successive steps of assignments; handles problems and/or deviations that arise in accordance with instructions, policies, and guidelines; and, refers new or controversial issues to the supervisor for direction. The supervisor reviews work products from an overall standpoint in terms of feasibility, compatibility with other works, or effectiveness in meeting requirements. Supervisor will discuss and prepare Work Performance Plans with Incumbent at the beginning of the rating period, according to ADS 309 guidelines. In addition, supervisor will meet frequently with incumbent to discuss and work and performance related matters.

The incumbent will get day to day guidance and supervision of HR assignment by the corresponding Human Resources Specialists.

5) Supervisory Controls:

The incumbent does not have a direct supervisory responsibility but oversees and provides work guidance to at least two other HR team members in the execution of routine day-to-day assignments.

6) Other important information:

During the period of this contract, the incumbent must provide at least 35% of his/her time to training of a Cooperating Country National (CCN) employee designated by USAID. The PSC Supervisor will establish a training plan with benchmarks to measure the contractor's progress toward achieving this training deliverable.

11. AREA OF CONSIDERATION:

United States Citizens (including Permanent Residents) and Third Country (non-US, non-Afghan) Nationals

For USPSC:

- Be a U.S. citizen or U.S. Permanent Resident (“green card holder”);
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain a Secret clearance (if U.S. Citizen), or Medium Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident);
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

For TCNPSC:

- Be a Third Country National. Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain Medium Risk Public Trust (MRPT) access authorization;
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.
- Employment is subject to funds availability and all the required approvals obtained.

According to ADS 309.3.1.4 (d) “USAID policy is that a CCNPSC is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. If the Agency needs to fill a gap in U.S. Direct-Hire Staffing, a USPSC is preferred over a TCNPSC.” Therefore, United States National (USN) offerors will be evaluated in isolation first and only when/if there is no USN qualified, only then Third Country National (TCN) offerors will be considered.

12. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

13. POINT OF CONTACT:

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you require more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Offers will be pre-screened and only those that meet the Minimum Qualifications will be considered. The minimum qualifications necessary to be considered for the position are as follows:

- a) **Education:** A Bachelor's degree in business management, business administration, public administration, human resources management or law is required. (Education requirement must be met at the time of application for the subject position).
- b) **Work Experience:** A minimum of four (4) years of working experience in human resources/personnel management of which at least two years of progressively responsible experience in a direct engagement of activities that involves recruitment, policy interpretation, position analysis and contract/agreement management, and technical guidance within a reputable international organization or governmental/non-governmental institution or public/private organization that has a multi-cultural working environment is required. Previous at least three (3) years' experience working on position classification is required. (Work experience requirement must be met at the time of application for the subject position).
- c) **Knowledge:** An exceptional knowledge of human resources management principles and an avid understanding of its intricacies are required. The incumbent must have a proven understanding of human resource management trends, conventional regulations, standards and practices. The incumbent must perform as a Subject Matter Expert for position management, position assessment tools and classification principles. **Working knowledge of USAID/Afghanistan's working environment, Mission's overall portfolio and programmatic priorities is highly desirable.** Previous experience working in USAID/Afghanistan Mission with operational knowledge of Mission policies, practices and procedures is highly desirable. The Specialist must have exhaustive in-depth knowledge and previous experience of how an online application recruitment system works in coordination with reputable governmental institutions, having previous working knowledge of the importance of

Personally Identifiable Information (PII) aspects while still meeting nuanced Mission specific needs.

III. EVALUATION AND SELECTION FACTORS

According to ADS 309.3.1.10 (g), Offers received from the USNs (preferred) will be evaluated first and TCNs will only be considered if there are no qualified offerors from the USNs.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 1500 words (paper size A4 or Letter) typed (approximately 12 point font). Applicants should describe specifically and accurately the experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

FACTOR #1: In 1000 words or less, outline how you have demonstrated your knowledge, skills and responsibilities in below listed position's duties and responsibilities:

1. Position classification and position management
2. Application Tracking System
3. Mentoring and Coaching.

Provide examples of your success.

FACTOR #2: In 500 words or less, outline how you have demonstrated an ability to work independently, manage competing due dates, and/or manage a complex negotiation.

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors: 30 points

Factor #1 20 points
Factor #2 10 points

Interview Performance: 70 points

Interview questions will revolve around the candidate's ability to:

- Provide regulatory, procedural, and policy advice on a wide variety of HR-related matters and issues;
- Use sound judgement and ability to handle potentially sensitive issues that may arise in the workplace and identify ways to resolve them;
- Efficiently operate within a multicultural environment, including building strong working relationships with office managers and colleagues.

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

IV. APPLYING

All applications must be submitted electronically by e-mail with the subject line **SOL-72030619R00009 – Human Resources Specialist** to: Afgpscjobs@usaid.gov

Attention: Executive Officer
USAID/Afghanistan
Human Resources Office

Offerors must be received by the closing date and time specified in Section I, item 3. Eligible offerors are required to submit the following documents to be considered for this position:

1. Form AID 309-2, "Offeror Information for Personal Services Contract with Individuals," available at: <https://www.usaid.gov/forms/aid-309-2>
2. A current curriculum vitae (CV) or resume.
3. A supplemental document with written responses to the Evaluation Factors.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the

required documentation will result in removal from further consideration.

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number and position title in the subject line of email offer submission. Any attachments provided via email must be compatible with Microsoft Word or PDF and not compressed (.rar/.zip etc).

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms:

1. Contractor Employee Biographical Data Sheet (AID 1420-17);
2. Declaration for Federal Employment (OF-306);
3. Medical History and Examination Form (DS-6561);
4. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570);
5. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85);
6. Finger Print Card (FD-258);
7. Statement of Prior Service (SF-144A).

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:

- 1) Employer's Federal Insurance Contribution Act (FICA) Contribution (for USPSC's only)
- 2) Contribution toward Health & life insurance
- 3) Pay Comparability Adjustment
- 4) Eligibility for Worker's Compensation
- 5) Annual & Sick Leave
- 6) Access to Embassy medical facilities, commissary and pouch mail service as per post policy
- 7) Annual Increase (pending a satisfactory performance evaluation)

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)

- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VII. TAXES

USPSC's are required to pay Federal income taxes, FICA, Medicare and applicable State income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC and TCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR),**
 - **Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"**
 - **Appendix J**, "Direct USAID Contracts with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the **"Standards of Ethical Conduct for Employees of the Executive Branch,"** available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.